

Job acceptance Letter Sample-I

Louis Grey
l.grey@email.com
(232) 333-0101
Moncton, NB

October 25, 2021

Gerry Monroe
g.monroe@email.com
(232) 555-9898 Moncton, NB

Dear Gerry Monroe,

Thank you for considering me for the business development analyst role at Blue Arrow. I am delighted to accept the employment offer for the business development analyst position starting on Monday, August 21, 2021.

As discussed, I accept the starting salary of \$45,000 per year with 25 days of annual leave. I also accept the gym membership and use of the complimentary internet services the company provides.

I look forward to joining your company soon and meeting my teammates. If you prefer me to send any supporting documents before my start date, kindly contact me.

Thank you for this job opportunity.

Sincerely,

Louis Grey

Job acceptance Letter Sample-II

[Your full name]
[Your location]
[Your contact information]

[Date]

[Recipient's full name]
[Company name]
[Company location]

Dear [Recipient name],

Thank you for reviewing my application and considering me for the [job title] position at [company name]. I am delighted to accept the employment offer for the position of [job title] starting [date].

As the job offer outlines, my starting salary is [salary], which I can expect to receive [payment frequency]. The job offer also states that I can expect [additional benefits] beginning after [agreed date for employee benefit].

I look forward to joining the team and adding value to the company. While I await further details about my first day and the onboarding process, kindly let me know if you need any supporting information.

Thank you again for this opportunity.

Regards,

[Your signature]

[Your name]